

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: July 15, 2016

Closing Date: WHEN FILLED.

FROM: CHIEF OF POLICE

DEPARTMENT: POLICE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Dispatcher		\$20.00/hr.	\$20.00/hr.

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: No HOURS: 19 PART TIME Yes If part time, what hours or days? Varies

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL ☒

COLLEGE

COMMERCIAL

OTHER ☒

EXPERIENCE:

The North Haven Police Department is seeking part-time telecommunicators/dispatchers to work in the Town's central dispatch center. Telecommunicators receive E-911 and other calls for town services and dispatch the appropriate police, fire or EMS personnel.

Minimum qualifications: Applicants must be able to work flexible day and evening hours, be able to perform during emergency and crisis situations, possess excellent verbal and written communication skills, possess contemporary office skills and possess, at the least, a high school diploma or GED. Applicants holding Connecticut Telecommunicator Certifications are preferred, however, training for such certification will be provided to qualified candidates.

Applicants will be subject to an extensive background investigation, to include the submission of fingerprint examination to the State and FBI.

Employment applications and a detailed job description are available through the Town of North Haven Finance Office 18 Church St. North Haven CT 06473, or on-line at www.town.north-haven.ct.us/

Closing date for applications is Friday July 29, 2016 at 4:00 P.M.

APPROVED BY: _____SEL

_____DF/A

_____CHIEF OF POLICE